



CHAPTER 1

USER SETUP



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Introduction

When you enter StEPS for the first time, the system has no idea who you are, where you work, or which survey you need review. This information, which we refer to as “system default parameters”, must be defined by you. You must tell StEPS which survey and statistical period you want to process, as well as which printer to use. If you use Time Series Analytical Repository (TSAR) data as part of your processing, you must tell StEPS which TSAR directory you need to access. Finally, you must also define a “personal profile” within StEPS. Information such as name, office number, telephone number, fax number and email address go into your personal profile. This information will make it easier for the StEPS team to trouble shoot any problems you may experience.

Once defined, these parameters become the default for you in StEPS until you change the parameters again. Unless you change them, these settings are yours for as long as you have a StEPS account.

Specifically, User Setup allows you to:

- Select a **SURVEY** and **STAT PERIOD** to process
- Select a default **TSAR** series to access
- Select a default **PRINTER** for StEPS print jobs
- Change the **FONT SIZE** of the StEPS screen display
- Define your **USER PROFILE** within the system.

NOTE: For information on setting up a user account in StEPS, please see the Introduction to the User Manual.

Accessing the Screen

Click on the USER SETUP button from the StEPS Main Menu to display the following screen:

SAS: AF

EPBU10 - V2 - User Setup

Other Setup Help Exit

Date: 05MAR01:14:51:48

USER SETUP

Change Survey, Stat Period, TSAR Type, and printer

Survey: Note: use tab to move to next field; do not use return/enter

Stat Period:

TSAR Type

- ☒ N/A
- ☐ Public
- ☐ Private

Default Printer:

User Name: farra001

Figure 1a: User Setup screen

Alternatively, you may enter this screen from the Review and Correction Main Menu, using either the “Change Survey” option from the “Utility” pmenu, or by pressing “Ctrl-D”.

Screen Features

- Select a **SURVEY**:

1. Key the survey identifier directly into the Survey field or
2. Click on the arrow in the Survey field to bring up a pick list of available surveys from which to choose, then click on the survey of your choice.

- Select a **STAT PERIOD**:

1. The default stat period (specified in the VSTATPS data set) for the survey specified, will automatically display when you change to a new survey. Alternately, you may use the “Get Survey’s Default Stat Period” button, or the F9 function key, to select the survey’s default stat period.

NOTE: The survey default stat period is normally the statistical period you are currently processing. For example, if you work on the Services Annual Survey and are currently processing data for the year 2000, then your default stat period should be 2000a1. The current statistical period is not automatically designated as the default stat period for your survey. You must tell StEPS what your default stat period will be in the Survey Setup module (see Chapter 2).

2. To choose a stat period other than the default, click on the arrow in the Statistical Period field to bring up a pick list of stat periods from which to choose. Click on the stat period of your choice.

- Select a **TSAR (Time Series Analytical Repository) Type**:

1. Indicate what level of access you need to the TSAR database by clicking the “radio” button in front of one of the three options displayed:
 - a. **N/A** - use this option if you do not need access to any TSAR files.
 - b. **Public** - These directories are for data that have already been published. Use this option if you need access only to the public TSAR directories or if you do not belong to the special access list for private directories.
 - c. **Private** - These directories are private in order to limit access to indicator data or unpublished data, either indicator or non-indicator. Use this option only if you need access to one of the private TSAR directories, for which you must be on an access list.
2. N/A is the default value.

● SPECIFY A DEFAULT PRINTER

1. You must tell StEPS where to send any printed output (listings, etc.). You may do this by telling StEPS what your default printer (designated by a print queue name) will be in all future sessions. This default will be the initial choice in those screens that generate printed output. Most of these screens will allow you to select a printer at the time you generate the output, which means you may use either the default or select a different printer.
 - a. If you have not yet defined a printer, this field will be blank.
 - b. If you have previously defined a printer, that printer will show in this field.
2. To select a **PRINTER**:
 - a. Click on the arrow next to the Default Printer field to bring up the pick list of available printers. (See figure 1b below)

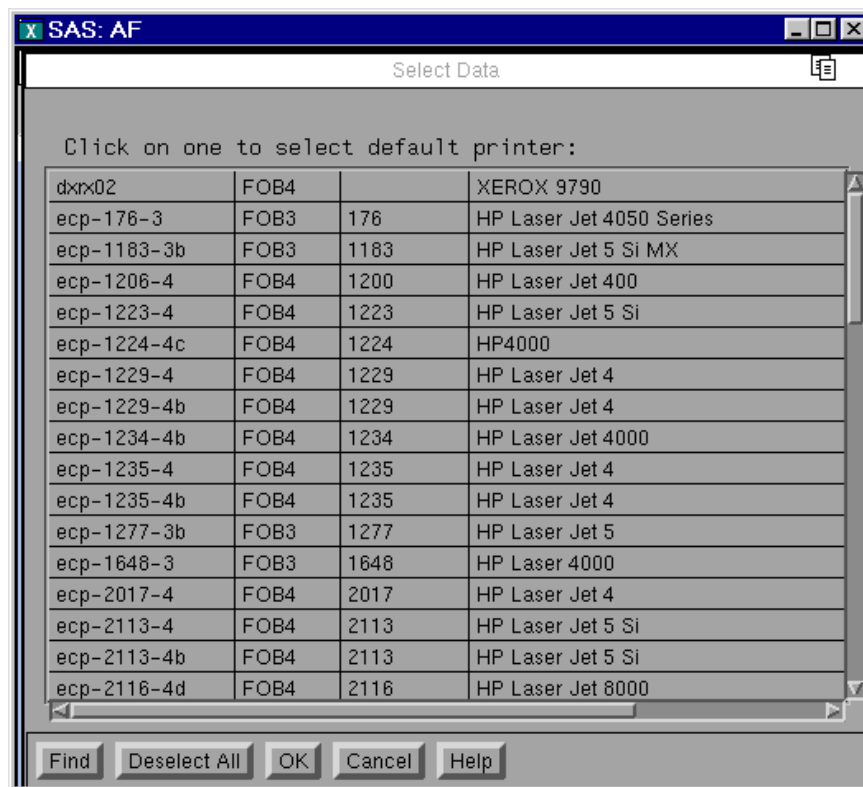


Figure 1b: Pop-up picklist of available printers

NOTE: The Select Printer Default screen contains 4 columns of information:

Column 1:	Printer queue name
Column 2:	Printer location - building
Column 3:	Printer location - room number
Column 4:	Type of printer

- b. Scroll through the list of printers, using the vertical scroll bar on the right-hand side of the pop-up screen, until you find the printer you want.
- c. Click on the printer you wish to select., then click the OK button.

NOTE: You can view or change your default printer at any time within StEPS by selecting the 'WhoamI' option from the HELP p-menu or by pressing the F7 key. This screen will show you your default printer. It also has a button labeled PRINTER. Click on it to display the list of current StEPS printers and their location (Figure 1b). Scroll through the list to find the printer you wish to select, click on it, then click the OK button.

- You may apply the SURVEY, STAT PERIOD, TSAR, and PRINTER values you have selected by clicking on the "Apply (F2) button or by pressing the F2 function key. You may apply these changes now, or after you have modified your user profile. The "Apply" button will make any or all of these changes.
- Click on "Cancel" if you do not want to change the defaults to the newly selected values. StEPS will revert to your previous defaults. A message will display at the top of the screen to inform you that the original defaults will be used.
- **DEFINE/UPDATE USER PROFILE**
 1. StEPS collects "user profile" information in order to more effectively trouble-shoot system problems. Knowing which office you work in and a good phone number to reach you will save time when working a problem. None of this information is required, but we would appreciate you taking the time to fill it out.
 2. To update/modify a **PROFILE**:
 - a. Click on the button labeled "Update my Profile" to bring up the following screen:

The screenshot shows a SAS: AF window titled 'Update User Information'. The main heading is 'User Information'. Below it, a prompt says 'Please provide the following information'. The form contains several input fields: First Name, Last Name, Phone Number, Fax Number, Email Address, Division, Branch, and Location/Room Number. At the bottom, there are two buttons: 'Update (F2)' and 'Cancel'.

Figure 1c: Update User Profile screen

NOTE: If you are entering StEPS for the first time, this screen will pop-up before anything else does, and all fields will be blank. Please fill in all information, update, then proceed with the rest of your survey setup.

- b. Key the requested information into each field using the following examples as guidelines.

First Name: Key in your full first name in all-caps. (e.g. THROCKMORTON.)

Last Name: Key in your full last name in all-caps. Include any Sr., Jr. or III designation as appropriate. (e.g. GILDERSLEEVE.)

Phone Number: Key in the number people use to call you directly. Include area code and prefix. (e.g. 301-457-2776)

Fax Number: Key in the number people use to send you facsimile copies of documents. Include area code and prefix. (e.g. 301-457-2061)

Email Address: Key in your full census email address, including the path. Use lower-case letters. (e.g. throckmorton.a.gildersleeve@census.gov)

Division: Key in the division you work for. (e.g. EPCD)

Branch: Key in the name of the branch you work for. (e.g ANNUAL SURVEYS PROCESSING BRANCH)

Location/

Room Number: Enter the room and building number where you work. Put this information in <Room Number>-<Building Number> format. (e.g. 2335-3)

2. Once you have keyed all information, click the “Update(F2)” button or press the F2 key. The updated information will be saved and you will be returned to the User Setup screen.
3. To discard changes and return to the User Setup screen, click the “Cancel” key.

FONT SIZE

- A user will most often need to change font only if the StEPS display does not appear properly on the PC screen. The most common problem is that only half or one-quarter of the StEPS display appears in the SAS window on the PC. This is due to having the wrong font selected for StEPS. This is not uncommon for users getting into StEPS for the first time because the new account typically employs the SAS default font, which is not the optimum choice for the StEPS display.
- The Select Font Size option allows you to specify the font in which your StEPS screens will display. Although the capability to change the font size has been provided, you should only change the font if there is something wrong with your display. We recommend you use the following for best display:

For standard 17" monitors:

Name: Misc-fixed (iso8859-1)
Size: 13
Weight: Medium
Slant: Regular

For flat screen monitors:

Name: Sgi-screen (iso8859-1)
Size: 15
Weight: Medium
Slant: Regular

- To change/select a font:
 1. Click the “Other Setup” pmenu option in the upper left-hand corner of the User Setup screen.
 2. Click on the “Change Font Size” option that appears under the menu heading.

3. A window will pop-up giving the recommended font sizes as given above. Click on the “OK” button. The screen shown in figure 1d will then appear.

NOTE: The Font screen contains 5 boxes of information:

- Box 1: Font name
- Box 2: Font size
- Box 3: Font weight
- Box 4: Font slant
- Box 5: Sample of font selected

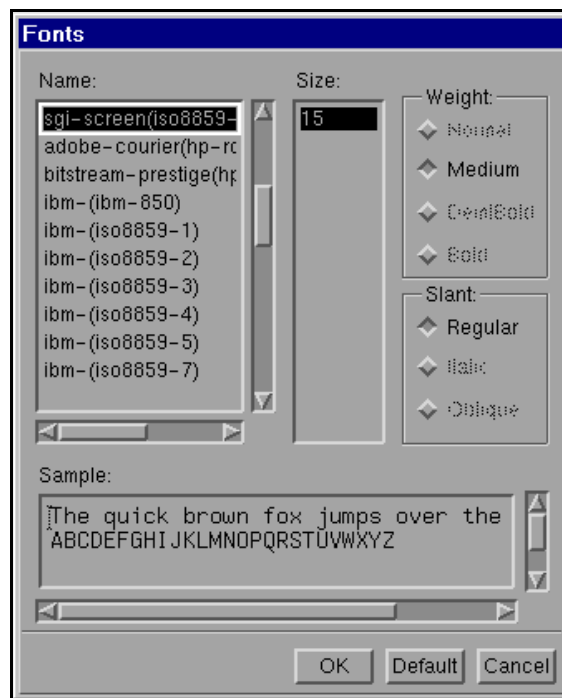


Figure 1d: Select Font window

4. Choose a font by clicking on a font name, size, weight, and/or slant.
5. After selecting the font options:
 - a. Click on “OK” to save your selections as the default and return to the User Setup

Menu.

- b. Click on “Default” to ignore any changes you have made and revert to the StEPS default settings noted in the Introduction, above. Click on “OK” to save.
- c. Click on “Cancel” to exit this screen without changing your current default.

NOTE: You must exit StEPS completely and re-enter in order for the newly selected font to take effect. Sometimes, because of the “quarter-screen” or “half-screen” display, you may not be able to reach the “EXIT” button. Use the “F3” function key to exit StEPS in this situation.

P-Menus

P-Menu	Options	Function
OTHER SETUP	Change Font Size	Change the StEPS display font.
HELP	WhoamI (F7) Survey Selection Help (F1)	Display user default and systems information Display Help information on using the Survey Selection screen
EXIT	StEPS Main Menu (Home) Exit (F3)	Return to StEPS Main Menu Exit to previous screen